

**July 24, 2007
Special Meeting**

MINUTES OF THE CITY COUNCIL MEETING HELD JULY 24, 2007

An Economic Development Committee Meeting and Special meeting of the City Council of the City of Hopewell, Virginia, was held Tuesday, July 24, 2007, at 5:40 PM in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Steven R. Taylor, Mayor
 Brenda S. Pelham, Vice Mayor
 Christina J. Luman-Bailey, Councilor
 Curtis W. Harris, Councilor
 Kenneth B. Emerson, Councilor
 E. Randy Sealey, Councilor
 N. Gregory Cuffey, Councilor

Edwin C. Daley, City Manager
Edwin N. Wilmot, City Attorney
Ann M. Romano, City Clerk

Mayor Taylor opened the meeting at 5:40 PM. Roll call was taken as follows:

Mayor Taylor	-	present
Vice Mayor Pelham	-	present
Councilor Bailey	-	present
Councilor Harris	-	present
Councilor Emerson	-	present
Councilor Sealey	-	present
Councilor Cuffey	-	present

POLICE CHIEF SEARCH - SPRINGSTED CORP. - UPDATE

City Manager Daley introduced John Anzivino of Springsted Corp. who briefed Council on the progress of the Police Chief search.

John Anzivino is Vice President of Springsted Corp. He met with Dr. Daley and received direction to advertise on July 11 with a closing date of August 16. Thus far they have received over 40 resumes from within and outside of Virginia. The listing was advertised in many local and national publications and websites. There are already some qualified candidates among the resumes. The applications will be narrowed down to about 10 to 12. Mr. Anzivino will prepare a written report for the City Manager. The process will include a panel of police chiefs and a panel of community citizens. The profile provided to Council (filed in the City Clerk's office) is what will be used to measure qualifications. The profile was developed about three years ago. Council is welcome to make changes to the profile.

Education and Experience An Associate's degree in criminal justice, law enforcement, police science or a related field and at least ten years experience in law enforcement in a diverse community of similar or larger size with five or more years experience in a managerial role as a chief, deputy/assistant chief, or in a command level position.

Skills and Past Performance

Administrative ability. Positive performance in human resources and ability to select well-qualified and motivated personnel. Good communication skills. Must be willing to devote whatever time is necessary to achieve department goals established by the City Manager.

City Manager/Council/Interdepartmental relations. Ability to take time and interest in working with the City Manager and Council to keep them informed of technical processes related to police work. Able to accept criticism and implement needed changes when identified. Must develop successful relationships with the Mayor, members of City Council, department heads and other key City staff.

Budget and Finance. Significant prior experience in successfully preparing and managing a departmental budget of a comparable size.

Human Resources Management. Must be able to communicate local government and City Manager's goals and needs to department employees. Must motivate employees and deal with staff fairly and openly.

Community relations. Involvement in community activities. Experience working with and understanding the needs of the business and minority communities. Able to present a confident image of the Police Department to the community at large.

Intergovernmental relations. Relate to and develop a good working relationship with other local law enforcement agencies, community organizations, schools, state and federal agencies. Success in negotiating and implementing cooperative and regional service agreements with law enforcement agencies of various types.

Professional Skills and Management Style & Personal Traits (filed in the City Clerk's Office).

Compensation and Benefits

Negotiable salary; hiring range \$68,978-\$84,480. Benefits: VRS, vacation and sick leave (PTO), group life insurance, medical insurance, professional dues and conference expenses. Relocation allowance provided. City residency within six (6) months. Certification as a law enforcement officer in Virginia, or the ability to attain such certification within six months of appointment.

DISCUSSION: There will be a Peer Panel and a Community Panel. Between three and seven candidates will be interviewed. There will be a community tour and visit with both panels. The process is no different from the past. The only change is from a Bachelor's degree to an Associate's degree, with the Associate's degree as the minimum education requirement. The salary will be left open for now; at least until the interviews and then Council will be consulted again.

CLOSED SESSION

Motion was made by Councilor Emerson, and seconded by Councilor Sealey, to convene into Closed Session, to discuss Acquisition/Disposition of Property, and Legal Matters, in accordance with Virginia Code Sec. 2.2-3711 (A) (3) & (7). Upon the roll call, the vote resulted:

Councilor Bailey	-	yes
Councilor Harris	-	yes
Councilor Emerson	-	yes

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Councilor Sealey	-	yes
Mayor Taylor	-	yes
Vice Mayor Pelham	-	yes
Councilor Cuffey	-	yes

OPEN SESSION

At 9:31 PM Council convened into Open Session. Councilors responded to the question: “Were the only matters discussed in the Closed Meeting public business matters lawfully exempted from open meeting requirements; and public business matters identified in the motion to convene into Closed Session?” Upon the roll call, the vote resulted:

Councilor Bailey	-	yes
Councilor Harris	-	yes
Councilor Emerson	-	yes
Councilor Sealey	-	yes
Mayor Taylor	-	yes
Vice Mayor Pelham	-	yes
Councilor Cuffey	-	yes

ADJOURN

At 9:32 PM, motion was made by Councilor Cuffey, and seconded by Councilor Sealey, to adjourn the meeting. Upon the roll call, the vote resulted:

Councilor Bailey	-	yes
Councilor Harris	-	yes
Councilor Emerson	-	yes
Councilor Sealey	-	yes
Mayor Taylor	-	yes
Vice Mayor Pelham	-	yes
Councilor Cuffey	-	yes

Steven R. Taylor, Mayor

Ann M. Romano, City Clerk